

# DPAS

## Inventory Management Process

**Meeting of CCB  
Members**

**March 7, 2002**

# Release 16.0.00

## SCRs 257, 270, 281 – Inventory Management Process



# Overview

## ♦ **Who's Affected?**

- ♦ Hand Receipt Holders
- ♦ Property Book Officers

## ♦ **Current Processes**

- ♦ Manual Inventory Logs
- ♦ No Cyclical or Location Inventory Capability
- ♦ Non-essential Data on HRH Report
- ♦ Manual Tracking of Suspected Losses

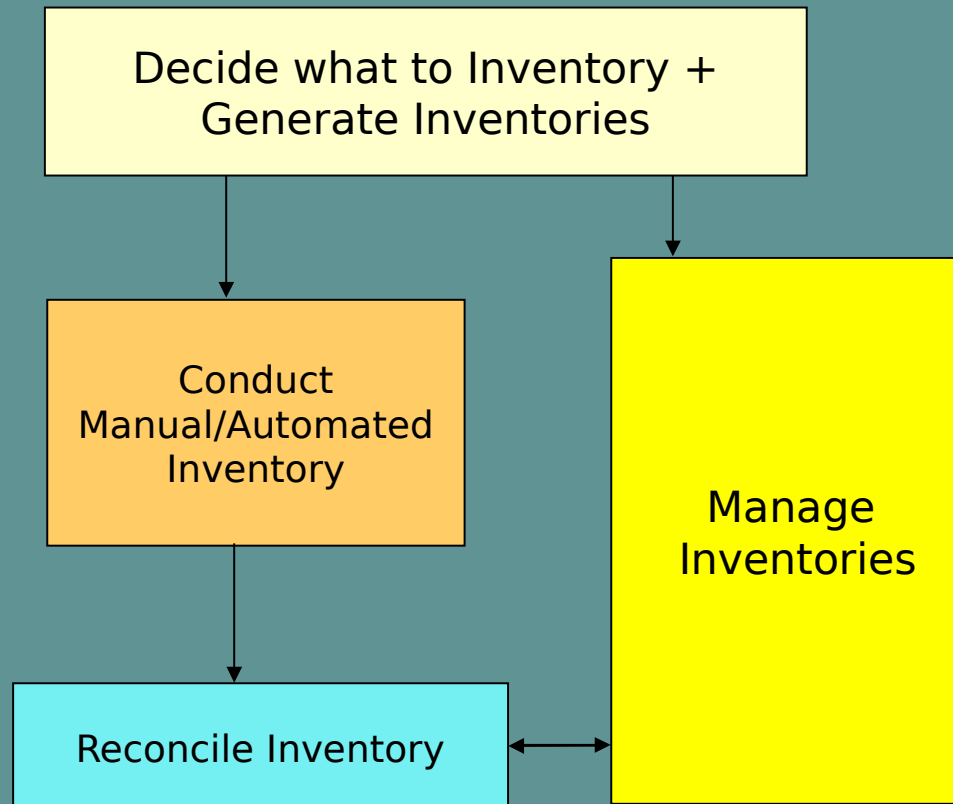
## ♦ **Release 16**

- ♦ Automate Inventory Management Process
- ♦ Enhance Portable Data Collection device Capabilities
- ♦ Provides Additional types of Inventories
- ♦ Location Field is Table Controlled, New Sub Location Field
- ♦ Adds Additional Inventory Report Formats

## ♦ **Benefits**

- ♦ Consolidates Inventory Processes
- ♦ Eliminates Need to Maintain Manual Logs of Inventories
- ♦ Automates Tracking of Suspected Losses

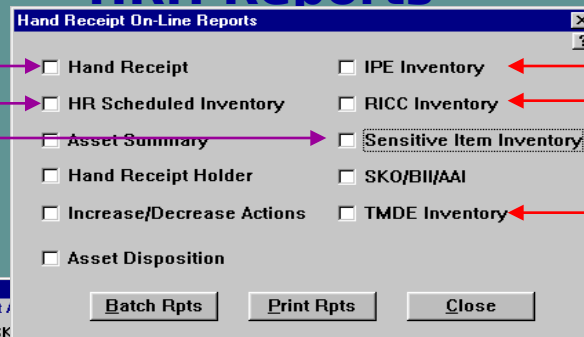
# Conduct Inventory ...the process



# Current Process ....online

## Inventory Reports mixed in with all other HRH Reports

Moved to  
Inventory  
Actions

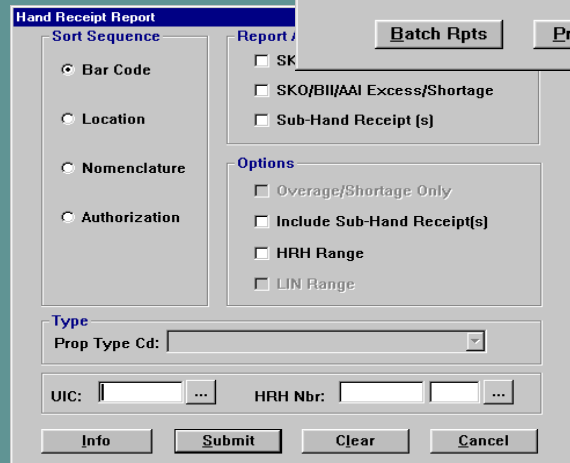


Hand Receipt On-Line Reports

<input type="checkbox"/> Hand Receipt	<input type="checkbox"/> IPE Inventory
<input type="checkbox"/> HR Scheduled Inventory	<input type="checkbox"/> RICC Inventory
<input type="checkbox"/> Asset Summary	<input type="checkbox"/> Sensitive Item Inventory
<input type="checkbox"/> Hand Receipt Holder	<input type="checkbox"/> SKO/BII/AAI
<input type="checkbox"/> Increase/Decrease Actions	<input type="checkbox"/> TMDE Inventory
<input type="checkbox"/> Asset Disposition	

Batch Rpts Print Rpts Close

Become Asset  
Reports  
Example: IPE Asset



Hand Receipt Report

Sort Sequence

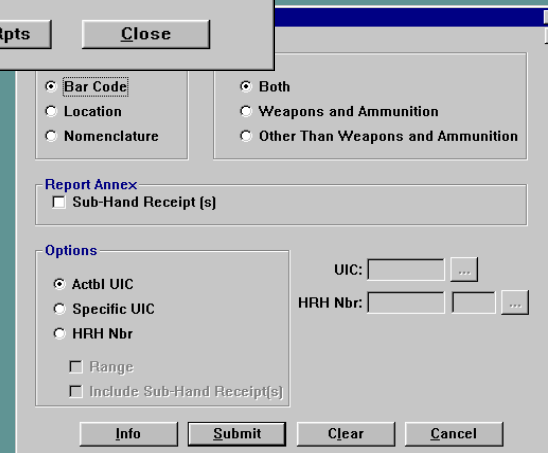
☒ Bar Code  
☐ Location  
☐ Nomenclature  
☐ Authorization

Type

Prop Type Cd:

UIC:  HRH Nbr:

Info Submit Clear Cancel



Report Annex

☐ Sub-Hand Receipt(s)

Options

☒ Actbl UIC  
☐ Specific UIC  
☐ HRH Nbr

☐ Range  
☐ Include Sub-Hand Receipt(s)

UIC:  HRH Nbr:

Info Submit Clear Cancel

# Current Process ....batch

**Batch and  
Online options  
viewed  
separately**

Moved to  
Inventory  
Actions

The screenshot displays three overlapping software windows. The top window, 'Hand Receipt Batch Reports', contains a list of checkboxes: 'Hand Receipt', 'Controlled Cryptographic Inventory', 'Warranty/Service/Loan/Lease', and 'ADP Inventory'. A red circle highlights 'ADP Inventory', with a red arrow pointing to the text 'Renamed ADP Asset'. A bracket on the left side of this window points to the text 'Moved to Inventory Actions'. The middle window, 'Hand Receipt Report', features a 'Sort Sequence' section with radio buttons for 'Bar Code', 'Location', and 'Nomenclature'. It also has a 'Report Annexes' section with a checkbox for 'Sub-Hand Receipt (s)', an 'Option' section with a checkbox for 'Include Sub-Hand Receipt', and input fields for 'UIC:' and 'HRH Nbr:'. The bottom window, 'Controlled Cryptographic Inventory Report', has an 'Options' section with radio buttons for 'Specific UIC' and 'Actbl UIC', and a 'UIC:' input field. Both the middle and bottom windows have 'Info', 'Submit', 'Clear', and 'Cancel' buttons at the bottom.

## ...what's changing

The screenshot shows the 'Generate Inventories' dialog box with several annotations:

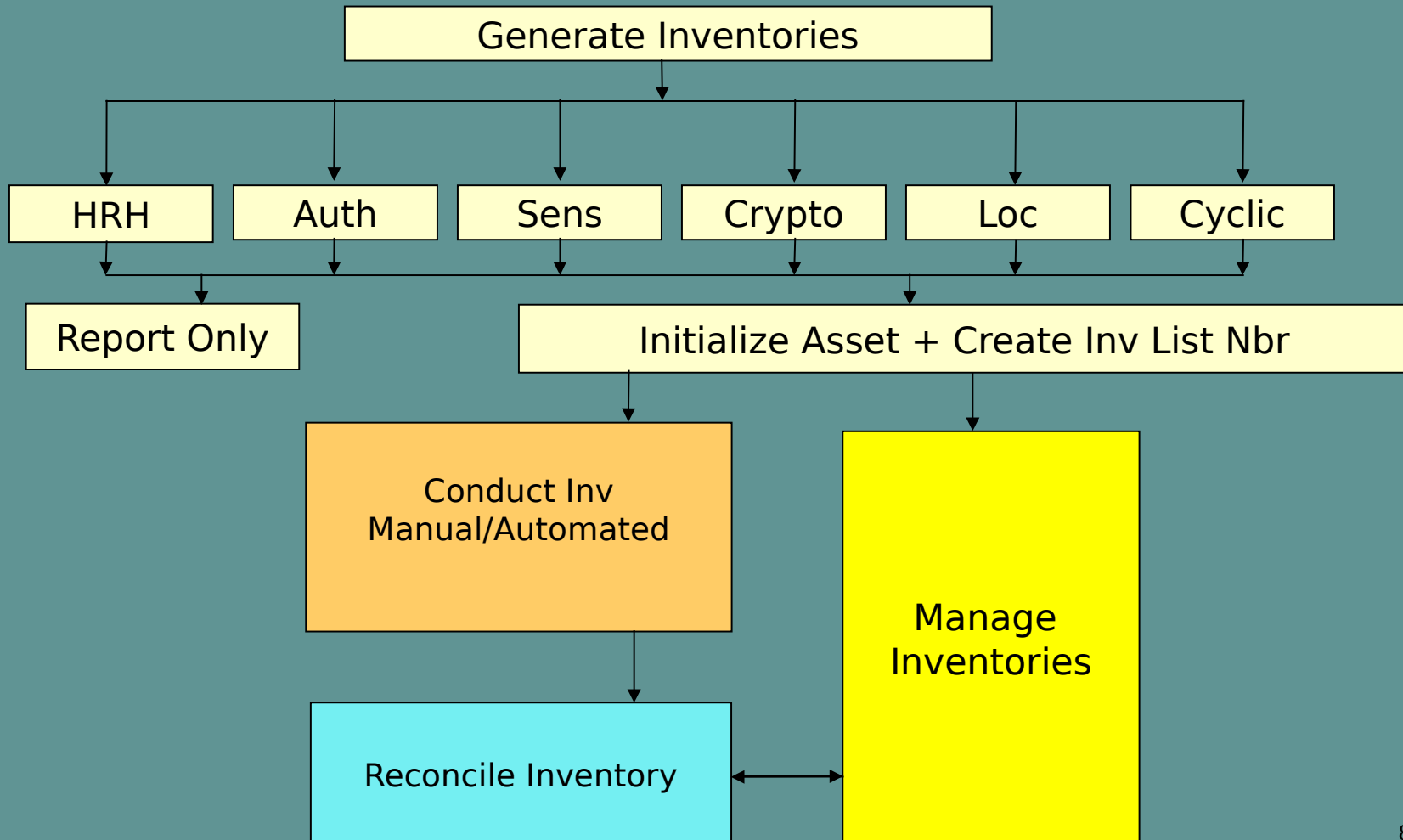
- A pink box highlights the 'Generate Inventories' menu item in the top-left menu.
- A pink arrow points from the 'Generate Inventories' menu item to the 'Generate Inventories' dialog box.
- A yellow oval highlights the 'Actions' section, which contains three radio button options: 'Initialize Inventory and Generate Report', 'Initialize Inventory', and 'Generate Report'.
- An orange box highlights the 'Authorization' radio button in the 'Inv Type' section.
- An orange box highlights the 'Location' and 'Cyclic' radio buttons in the 'Inv Type' section.
- A pink oval highlights the 'Generate' section, which contains two radio button options: 'On-line' and 'Batch'.
- A pink arrow points from the 'Generate' section to the 'Generate' button at the bottom.

Available for all  
inventories except  
Authorizations

# Action

# Conduct Inventory

## ...the process-Creating the Inventory





# Inventory Process

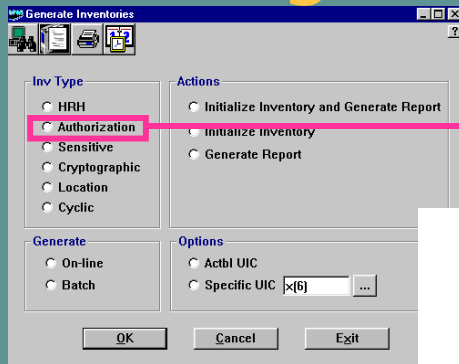
## ...generate hand receipt inventory

The image shows two overlapping windows from a software application. The background window is titled 'Generate Inventories' and has several sections: 'Inv Type' with radio buttons for 'HRH' (highlighted with a pink box), 'Authorization', 'Sensitive', 'Cryptographic', 'Location', and 'Cyclic'; 'Actions' with radio buttons for 'Initialize Inventory and Generate Report', 'Initialize Inventory', and 'Generate Report'; 'Generate' with radio buttons for 'On-line' and 'Batch'; and 'Options' with radio buttons for 'Actbl UIC' and 'Specific UIC' followed by a text field 'X(6)'. The foreground window is titled 'Generate Hand Receipt Inventory' and contains: 'Key Data' with 'UIC:' and 'Actions: Generate:'; 'Sort Sequence' with radio buttons for 'Bar Code', 'Serial Nbr/Lot Nbr', 'Location', 'Stock Nbr', 'Nomenclature', and 'LIN'; 'Report Annexes' with checkboxes for 'Sub-Hand Receipt(s)', 'SKO/BII/AAI Hand Receipt', and 'SKO/BII/AAI Excess/Shortage'; 'Options' with checkboxes for 'HRH Range', 'Expanded Report', and 'Include Sub-Hand Receipt(s)'; 'From' and 'To' sections with 'HRH Nbr:' text fields and 'X(6)'/'X(3)'/'X(8)' values; and 'Sched Cmpltn Dt:' and 'Next Inv Due Dt:' text fields with 'X(8)' values. At the bottom are buttons for 'Info', 'Submit', 'Cancel', and 'Exit'.

- **Similar to today**
- **What's changing:**
  - Sort by Catalog LIN
  - Sched Cmpltn Dt and Next Inv Due Dt
  - Display HRH Range in window
  - Standard/Expanded report options

# Inventory Process

## ...generate authorization inventory



- **Similar to today**

- **What's changed**

- **Display Ranges in window**

- **Sched Cmpltn Dt /**

- Next Inv Due Dt**

# Inventory Process

## ...generate controlled cryptographic inventory

The image shows two windows from a software application. The top window, 'Generate Inventories', has a tabbed interface. The 'Inv Type' tab is active, showing a list of options: HRH, Authorization, Sensitive, Cryptographic (highlighted with a green box and a green arrow pointing to the second window), Location, and Cyclic. The 'Actions' tab shows options to Initialize Inventory and Generate Report. The 'Generate' tab shows 'On-line' and 'Batch' options. The bottom window, 'Generate Controlled Cryptographic Inventory', is open and shows various configuration options. It has a 'Key Data' section with 'Actbl UIC' and 'UIC' fields, and 'Actions' and 'Generate' buttons. The 'Sort Sequence' section has radio buttons for Bar Cd, Location, Stock Nbr, and Nomenclature. The 'Report Annex' section has a checkbox for 'Sub-Hand Receipt(s)'. The 'Options' section has checkboxes for 'HRH Nbr', 'HRH Range', and 'Include Sub-Hand Receipt(s)'. The 'From' and 'To' sections have 'HRH Nbr' fields with masks like 'X(6)', 'X(3)', and 'X(6)'. The 'Sched Cmpltn Dt' and 'Next Inv Due Dt' fields have masks like 'X(8)'. The bottom of the window has buttons for 'Info', 'Submit', 'Cancel', and 'Exit'.

- ◆ Similar to today
- ◆ What's changing
  - ◆ Ability to run online
  - ◆ Options for HRH, HRH Range, and to Include Sub HRHs
  - ◆ Same sort sequences as Sensitive
  - ◆ Sched Cmpltn Dt and Next Inv Due Dt

# Inventory Process

## ...generate sensitive inventories

**Generate Sensitive Item Inventory**

**Key Data**

Actbl UIC:                      Actions:

UIC:                              Generate:

**Sort Sequence**

☐ Bar Cd

☐ Location

☐ Stock Nbr

☐ Nomenclature

**Type**

☐ Both

☐ Weapons and Ammunition

☐ Other Than Weapons and Ammunition

☐ Include Pilferables

**Options**

☐ HRH Nbr

☐ HRH Range

☐ Include Sub-Hand Receipt(s)

**Report Annex**

☐ Sub-Hand Receipt(s)

**From**

HRH Nbr: X(6) X(3) ...

**To**

HRH Nbr: X(6) ...

Sched Cmpltn Dt: x(8)      Next Inv Due Dt: x(8)

Info   Submit   Cancel   Exit

- ◆ Similar to today
- ◆ What's changing
  - ◆ Ability to run in batch
  - ◆ Sched Cmpltn Dt and Next Inv Due Dt
  - ◆ Manage 'Sensitive Weapons and Ammo' and 'Sensitive Other Than Weapons and Ammo as separate inventories
  - ◆ Ability to Include Pilferable Assets on Listing

# Inventory Process

## ...inventory date management

Maj/Sub Hand Receipt Holder Add/Change/Delete

Key Data

UIC: HRH Nbr:

HRH

Last Inv Dt: 9(8) Next Inv Due Dt: 9(8)

Authorization

Last Inv Dt: 9(8) Next Inv Due Dt: 9(8)

Sensitive Weapons and Ammunition

Last Inv Dt: 9(8) Next Inv Due Dt: 9(8)

Sensitive Other than Weapons and Ammunition

Last Inv Dt: 9(8) Next Inv Due Dt: 9(8)

Cryptographic

Last Inv Dt: 9(8) Next Inv Due Dt: 9(8)

2 of 2 Prev. Page Delete Add/Change Clear Exit

- ◆ What's changing
  - ◆ Capabilities to track all HRH inventories
  - ◆ Dates programmatically updated
  - ◆ Next Due Dts
  - ◆ Last Inv Dts

NEW

# Inventory Process

## ...generate location inventory

new

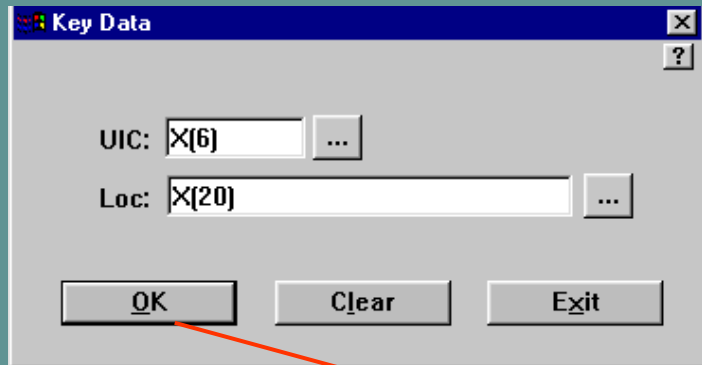
The screenshot shows two windows from a legacy software application. The top window, titled 'Generate Inventories', has a tabbed interface. The 'Inv Type' tab is active, showing a list of inventory types: HRH, Authorization, Sensitive, Location (highlighted with a blue box), and Cyclic. A blue arrow points from this box to the 'Generate Location Inventory' window below. The bottom window, titled 'Generate Location Inventory', contains several sections: 'Key Data' with fields for 'Actbl UIC:' and 'UIC:', and 'Actions:' with a 'Generate:' button; 'Sort Sequence' with radio buttons for 'Bar Cd', 'Serial Nbr/Lot Nbr', 'Stock Nbr', 'Nomenclature', and 'Sub Loc'; 'Indvl Reports by' with radio buttons for 'Actbl/Location', 'UIC/Location', 'UIC/HRH/Location', and 'UIC/HRH/HRH Subs/Location'; a 'Loc:' field with a mask 'x{20}' and a browse button (...); a 'Sched Cmpltn Dt:' field with a mask 'x{8}' and a calendar icon; and a row of four buttons: 'Info', 'Submit', 'Cancel', and 'Exit'.

- ◆ Individual Reports available at many levels
- ◆ Location Field
  - ◆ Accepts Wild Card
  - ◆ Supports Structured
  - ◆ Locations

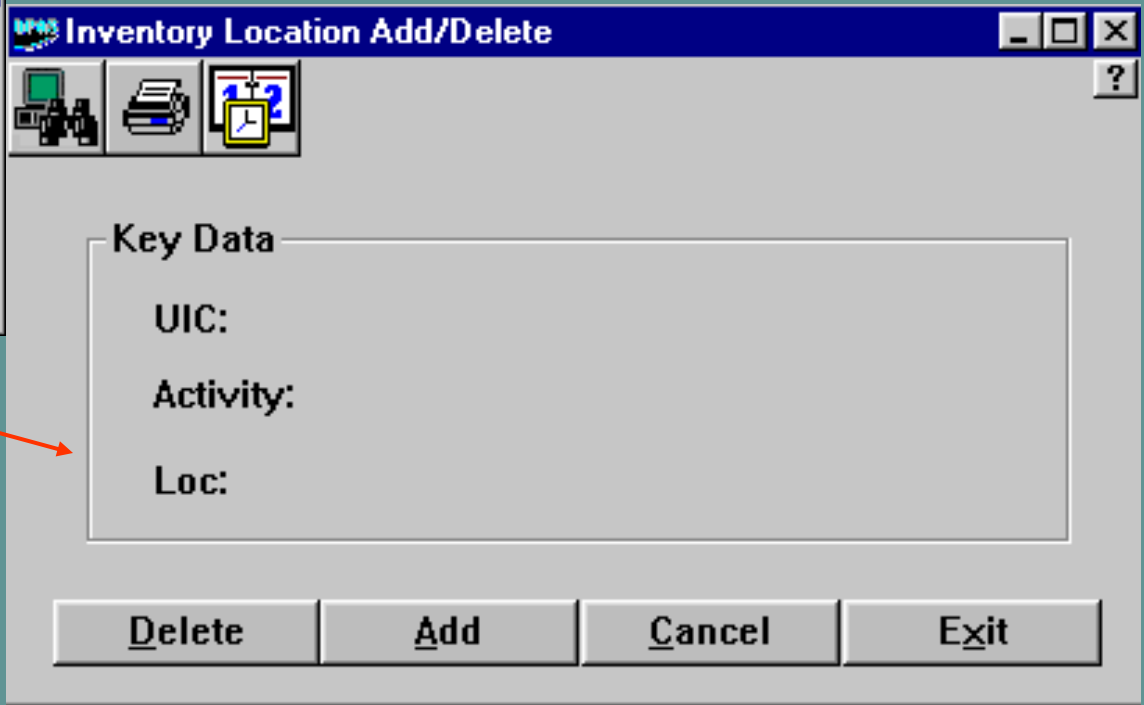
# Inventory Process

## ...inventory location add/delete

new



A small dialog box titled "Key Data" with a blue title bar. It contains two input fields: "UIC:" with a value of "X[6]" and a dropdown arrow, and "Loc:" with a value of "X[20]" and a dropdown arrow. At the bottom are three buttons: "OK", "Clear", and "Exit".



A larger dialog box titled "Inventory Location Add/Delete" with a blue title bar. It features three icons at the top: a computer monitor, a printer, and a calendar. Below the icons is a section titled "Key Data" containing three labels: "UIC:", "Activity:", and "Loc:". At the bottom are four buttons: "Delete", "Add", "Cancel", and "Exit". A red arrow points from the "OK" button in the "Key Data" dialog box to the "Add" button in this dialog box.

- New Option on Utilities Module
- On Conversion Blank Locations Converted to "Unassigned"
- New Inquiry

# Inventory Process

## ...inv loc mass change

new

**Inv Loc Mass Change**

**Key Data**

UIC:

HRH Nbr:

**From**

Loc:

Sub Loc:

**To**

Loc: X(20)

Sub Loc: X(20)

**Key Data**

**Options**

☐ UIC

☐ HRH Nbr

☐ Include Subs

**Sub Loc Updates**

☐ None

☐ Specific Sub Loc

☐ All Sub Loc

UIC: X(6)

HRH Nbr: X(6) X(3)

**From**

Loc: X(20)

Sub Loc: X(20)

**Buttons:** OK, Clear, Exit

- ◆ Supports Standardization of Existing locations
- ◆ Supports Physical Move of Assets
- ◆ Options



# Inventory Process

## ...increase/decrease/transfer/change

- ◆ Loc now Mandatory
- ◆ New Loc Browse
- ◆ Loc Creation “on the fly”
- ◆ New Free Form Sub Loc
- ◆ Transfer/Decrease will question on Suspected loss

Component Increase

Loc:  ...

Sub Loc:  Asset Sts Cd:

Local Use:  Req Kit Qty:

Transfer Type Cd:

Remarks:

Ref File Name ...

ADP Sys Id:

ADP Owner Cd:

Acq Cd:

Maint Type Cd:

Monthly ☐

Maint Cost:

Rental Cost:

Page 2 of 2

Related Data Prev. Page Save Clear Exit

# Inventory Process

## ...generate cyclic inventory

new

**Generate Inventories**

Inv Type

- ☐ HRH
- ☐ Authorization
- ☐ Sensitive
- ☐ Cryptographic
- ☐ Location
- ☒ Cyclic

Actions

- ☐ Initialize Inventory and Generate Report
- ☐ Init...
- ☐ Gen...

Generate

- ☐ On-line
- ☐ Batch

Options

- ☐ Actb
- ☐ Spe

OK Print Rpts

**Generate Cyclic Inventory**

Key Data

UIC: \_\_\_\_\_

Inv Period Start Dt: \_\_\_\_\_

Months in Inv Period: \_\_\_\_\_

Actions:

Generate: \_\_\_\_\_

Inventories in Inv Period: \_\_\_\_\_

Last Cmpltd Inv Nbr: \_\_\_\_\_

Sort Sequence

- ☐ Bar Cd
- ☐ Serial Nbr/Lot Nbr
- ☐ Stock Nbr
- ☐ Nomenclature

Report Annex

☐ Sub Hand-Receipt(s)

Options

☐ Expanded Report

Sched Cmpltn Dt: X(8)

Info Submit Cancel Exit

- Must establish cyclical inventory criteria first
- By HRH or location
- Standard & Expanded report options for HRH Inv
- Location report for location inventory
- Updates Nbr of Cmpltd Inv on

# Inventory Process

## ...activity inventory setup

The screenshot shows a software window titled "UIC Add/Change/Delete". It contains three main sections: "Inventory Retention", "Generate Cyclic Inventory By", and "Cyclic Inventory Data".

- Inventory Retention:** A dropdown menu for "Retain Closed Inv for" is set to "x{4}" with the unit "Days".
- Generate Cyclic Inventory By:** Two radio buttons are present: "HRH" (selected) and "Loc".
- Cyclic Inventory Data:** This section contains four input fields:
  - "Inv Period Start Dt:" with a value of "x{8}" and a calendar icon.
  - "Months in Inv Period:" with a value of "12".
  - "Inventories in Inv Period:" with a value of "18".
  - "Last Cmpltd Inv Nbr:" with a value of "36".

At the bottom of the window, there are buttons for "Prev. Page", "Delete", "Add/Change", "Cancel", and "Exit". A status bar at the bottom left indicates "2 of 2".

**Defines cyclic inventory type**

**Range: 1 to 99**  
**Default: match months in inventory period**

**Range: 0 to 1085**  
**Default: 30**

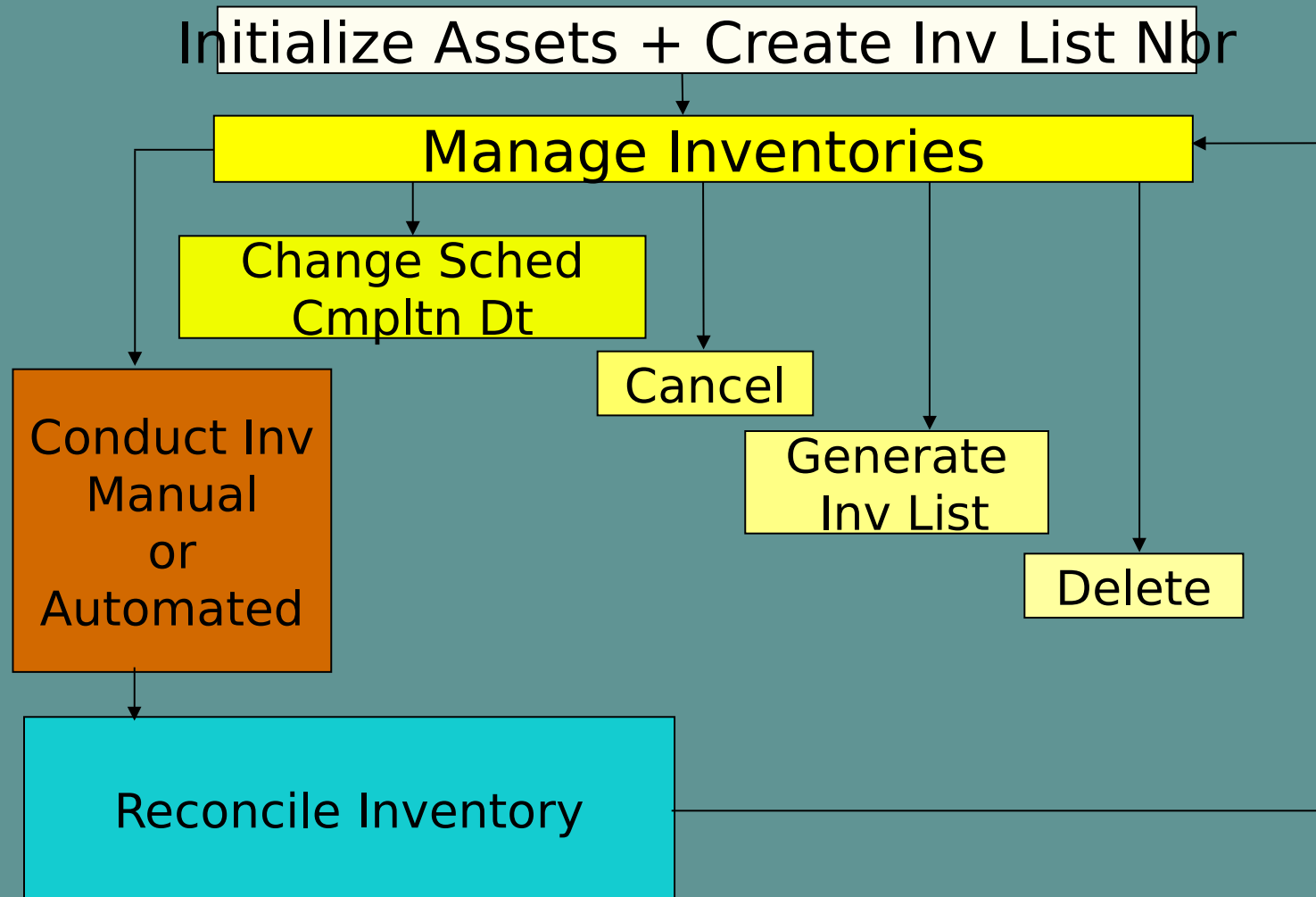
**Range: 1 to 36**  
**Defaults:**  
**Army + Nat Grd = 12**  
**Reserves = 18**  
**All Others = 36**

**Range: 0 to value on line above**  
**Default: 0**

**new**

# Managing Open Inventories

...manual or automated



## ...view open/closed

**Key Data**

**Inv Type**

- ☐ All
- ☐ HRH
- ☐ Authorization
- ☐ Sensitive
- ☐ Cryptographic
- ☐ Location
- ☐ Cyclic

**Options**

Inv Process Cd:

Sched Cmpltn Dt:

UIC:  ...

HRH Nbr:   ...

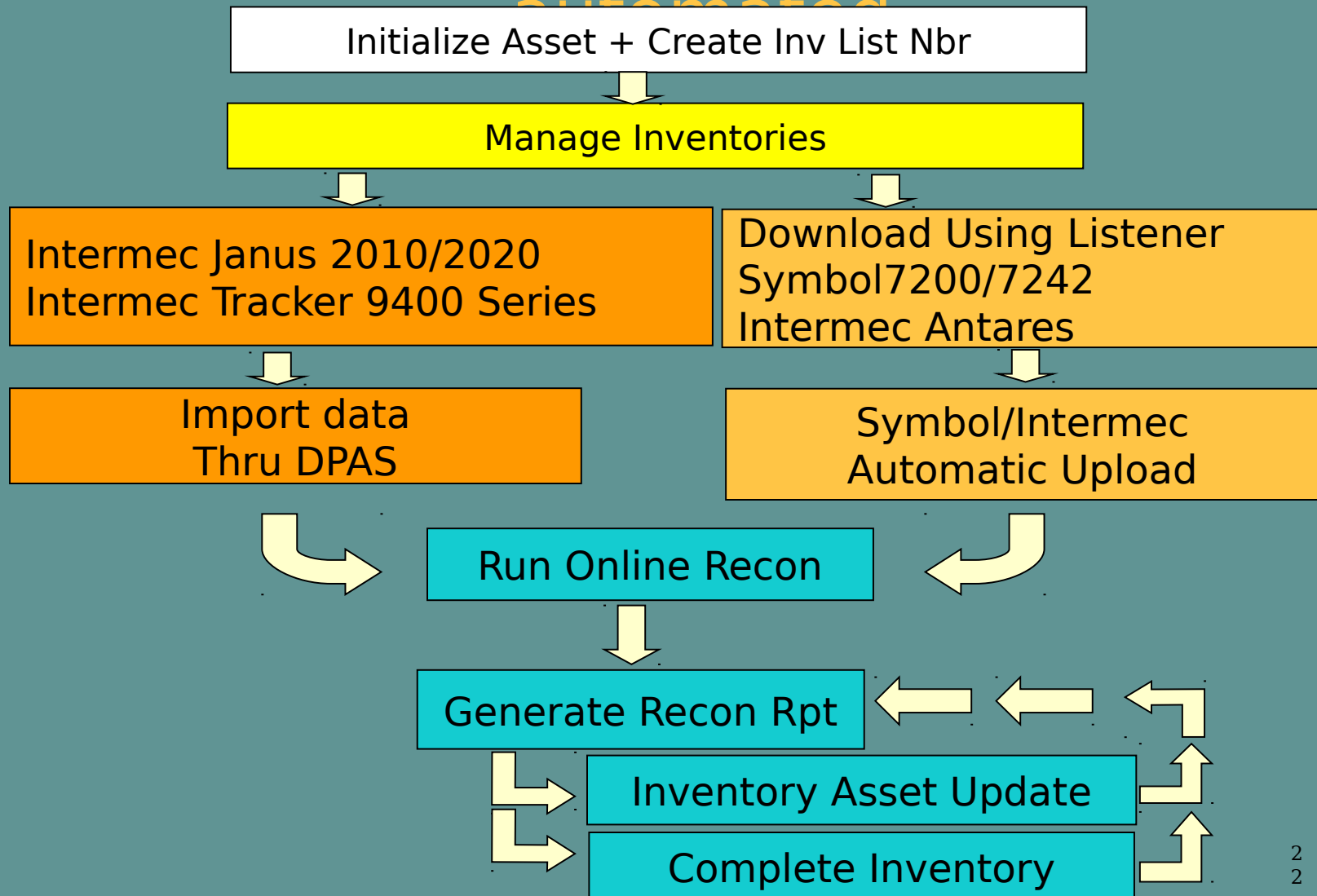
Inv List Nbr:  ...

Loc:  ...

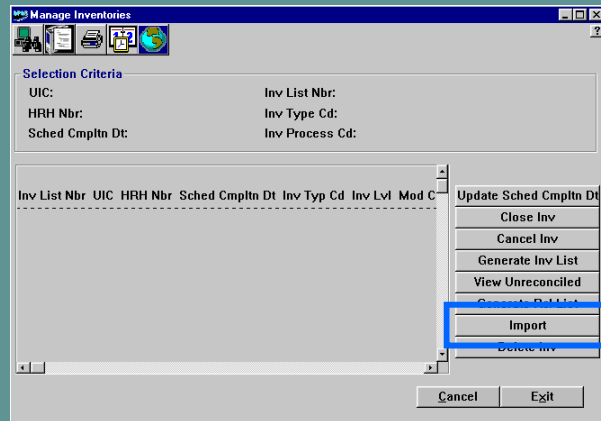
**OK** **Clear** **Exit**

- Update Sched Cmpltn Dt
- Generate Inv Listing
- Cancel Inventory<sub>2</sub>
- Delete Inventory<sup>1</sup>

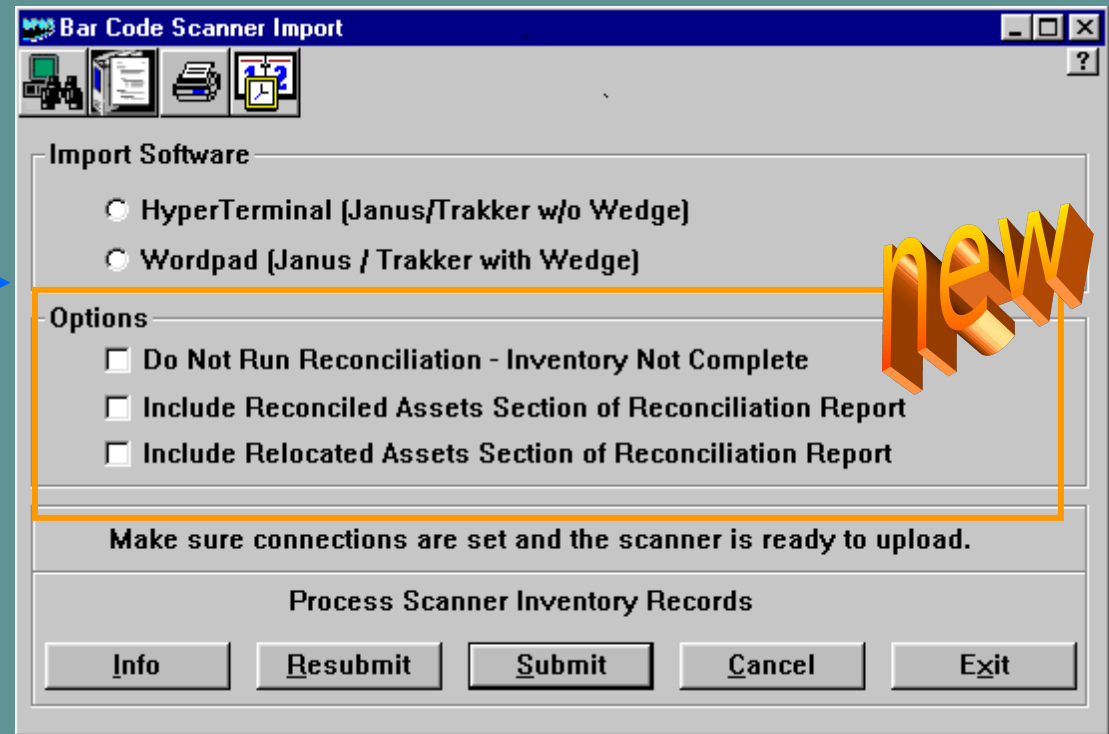
# Conduct Inventory and Reconcile



# Conduct Inventory Automated ..old tech import



- ◆ Similar to Today for Old Technology
- ◆ What's changing



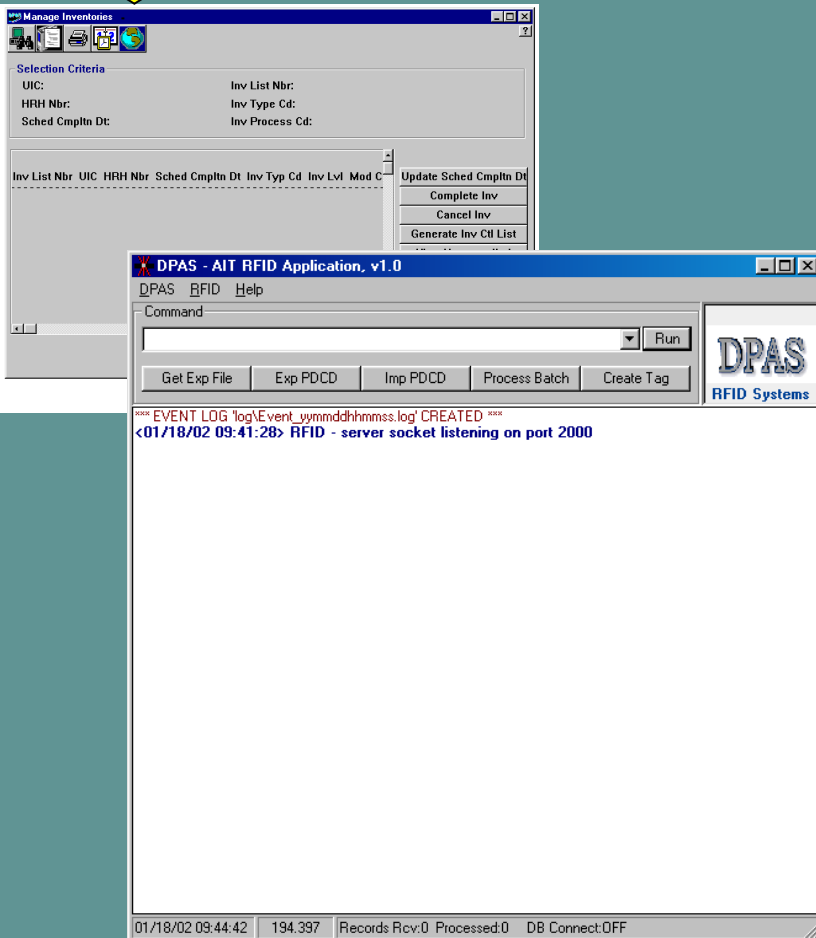
• **Old Technology can not Support**

- Cyclical Inv by Loc
- Location Inv
- Sub Location

# Conduct Inventory Automated ...new technology download



**Toolbar Button Launches Listener Program**



- ◆ Displays Open Inventories
- ◆ Exports Data to Scanner
- ◆ Controls import of scanner data to DPAS
- ◆ Creates R/F ID Tags and updates DPAS



# Conduct Inventory Automated

## ...new technology scanner changes

- ◆ RF / RFID Update Available
- ◆ Validate Existence of Asset Not Bar Code Label
- ◆ New Function Key for Sub Loc Change
- ◆ Capability to Select Recon Report Sections

# Reconciliation Automated

## ...additional info

- ◆ Inventory Fields updated in DPAS
- ◆ Will Compare Inv Asset fields to actual asset fields in DPAS
- ◆ Will Write:
  - ◆ Loc and Sub HRH Changes to report and to history table
- ◆ Will Mark the Following Errors at Asset Level:
  - ◆ Invalid Location
  - ◆ Invalid R/F ID TAG number
  - ◆ Overages
  - ◆ Shortages
  - ◆ Unknowns
- ◆ If no Errors in Inv Record:
  - ◆ Rcltn fields will be updated
  - ◆ Inv List Nbr will be used as cause of last RCL Date Change
  - ◆ Input Type Recorded (scanned/keyed/RF)

# Reconciliation Automated

## ...end item serial inquiry – inventory fields

**End Item Serial Inquiry**

Basic Catalog/Mfr ADP/Excess Accounting **Inventory** Deprn

Bar Cd: 0000200 Stock Nbr:

Serial Nbr: Nomen:

**INVENTORY RECONCILIATION DATA**

HRH Inv List Nbr:	Sensitive A Inv List Nbr:
Auth Inv List Nbr:	Sensitive O Inv List Nbr:
Loc Inv List Nbr:	Crypto Inv List Nbr:
Cyclic Inv List Nbr:	
Rcl Inv User Id:	Inv User Id:
Rcl Last Inv Dt:	Last Inv Dt:
Cause of Last Rcl Dt Chg:	Cause of Last Inv Dt Chg:
Rcl Inv Input Type:	Inv Input Type:
UIC:	Inv UIC:
HRH Nbr:	HRH Nbr Inv:
Loc:	Inv Loc:
Sub Loc:	Inv Sub Loc:
Radio Freqn Id Tag:	
Inv Radio Freqn Id Tag:	

Record 1 of 157 Previous Next New Inquiry Exit

# Recon Reports Automated


## ...many parts

### ◆ Sections of the report:

- ◆ Overage
- ◆ Shortage
- ◆ Summary Totals
- ◆ Non-Labeled Items
- ◆ Sub HRH Nbr Transfers
- ◆ Relocated Assets ——— **NEW**
- ◆ Suspected Loss Updates **NEW**
- ◆ Error Records ←—— **Modified**
- ◆ Reconciled Assets ←—— **NEW**

# Reconcile Inventory - Automated

## ...update inventory data



The image shows a Windows-style dialog box titled "Key Data". It has a "Selection" section on the left with two radio buttons: "Bar Cd" (selected) and "Inv List Nbr". To the right of this are three input fields: "Bar Cd:" with a text box containing "x[10]", "Inv List Nbr:" with a text box containing "x[15]", and "Inv Except Cd:" with a dropdown menu showing "x[2]". At the bottom are three buttons: "OK", "Clear", and "Exit".

- ◆ Replaces Inventory Date Location Change
- ◆ Data Displayed Dependent on Key Data
- ◆ Allows Multi-Select of Assets
- ◆ Displays Errors:
  - ◆ Shortages
  - ◆ Overages (bulk only)
  - ◆ RFID discrepancies
  - ◆ Unknown Locations

# Reconcile Inventory - Automated

## ...inventory asset update **new**

**Update Inventory Data**

**Key Data**

Bar Cd:                      Inv List Nbr:

Serial Nbr:                  Except Cd:

Stock Nbr:

Qty:                          Inv Qty: 9[5]

Loc:                          Inv Loc: X[20] ...

Sub Loc:                    Inv Sub Loc: X[20]

RFID Tag:                  Inv RFID Tag: X[20]

Last Rcl Dt:                Last Inv Dt: X[8]

Rcl User Id:                Inv User Id: X[8]

Suspected Loss Cd: X[ ]

Save      Cancel      Exit

- ◆ On-line Correction of Inventory Errors
- ◆ Individual Asset Update
- ◆ Error Types
  - ◆ Overage (Bulk) Update Reconciliation Fields Only if Qtys Match
  - ◆ Shortages
    - ◆ Bulk only update inv fields if qtys do not match
    - ◆ Must mark as suspected loss if inv qty = 0
  - ◆ RF Tag ID
    - ◆ Choose correct from listbox
    - ◆ Choose blank to remove tag number
  - ◆ Location
    - ◆ Input valid location
    - ◆ Create "on the fly"

# Reconcile Inventory – Automated

## ...errors still exist?

Manage Inventories

Selection Criteria

UIC:                      Inv List Nbr:  
HRH Nbr:                Inv Type Cd:  
Sched Cmpltn Dt:        Inv Process Cd:

Inv List Nbr	UIC	HRH Nbr	Sched Cmpltn Dt	Inv Typ Cd	Inv Lvl	Mod C
--------------	-----	---------	-----------------	------------	---------	-------

Update Sched Cmpltn Dt  
Close Inv  
Cancel Inv  
Generate Inv List  
View Unreconciled  
Generate Rcl List  
Import  
Delete Inv

Cancel    Exit

- Reprint Error Report for any Inv marked Open Reconcile (OR)

Generate Reconciliation Listing

Selection Criteria

UIC:                      Inv List Nbr:  
HRH Nbr:                Inv Type Cd:  
Sched Cmpltn Dt:        Inv Process Cd:

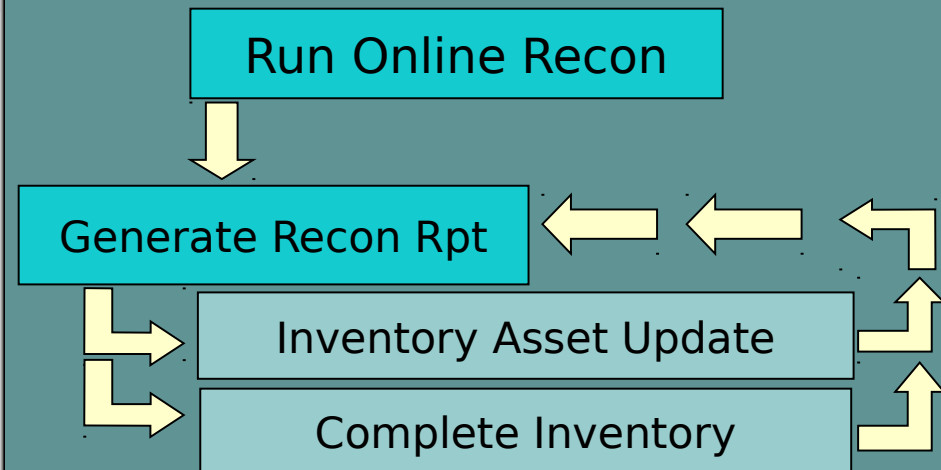
Sort Sequence

☐ Bar Code  
☐ Serial Nbr/Lot Nbr  
☐ Location  
☐ Stock Nbr  
☐ Nomenclature  
☐ LIN  
☐ Authorization

Print Options

☐ All Inventoried Assets  
☐ Print Loc Changes

Submit    Cancel    Exit



# Conduct Inventory - Automated ...complete inventory

Manage Inventories

Selection Criteria

UIC:                      Inv List Nbr:

HRH Nbr:                Inv Type Cd:

Sched Cmpltn Dt:      Inv Process Cd:

Inv List Nbr	UIC	HRH Nbr	Sched Cmpltn Dt	Inv Typ Cd	Inv Lvl	Mod C
--------------	-----	---------	-----------------	------------	---------	-------

Update Sched Cmpltn Dt

Close Inv

Cancel Inv

Generate Inv List

View Unreconciled

Generate Rcl List

Import

Delete Inv

Cancel    Exit

Close Inventory

Key Data

Inv List Nbr:                      LIN From:

Inv Type Cd:                     LIN To:

UIC:                                Prop Type Cd:

HRH Nbr:                         Sched Cmpltn Dt:

                                      Inv Process Cd:

Inv User Id:    x(8)

Last Inv Dt:    x(8)

Next Inv Due Dt: x(8)

☐ Mark shortages as suspected loss

☐ Generate reconciliation report

Save    Cancel    Exit

Disabled  
for

Automate  
d

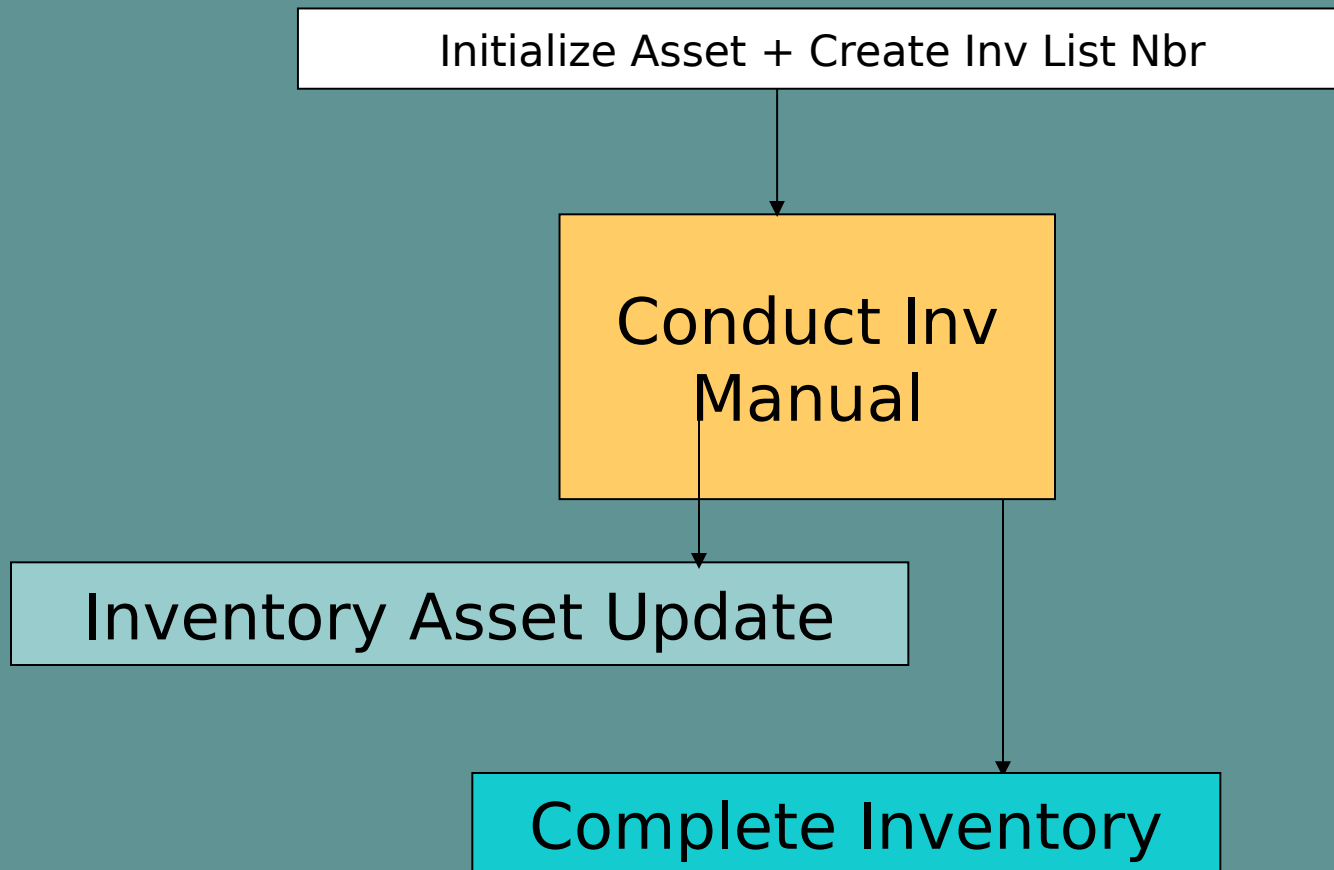
Allows Modification of Next Due

Will Flag all Shortag

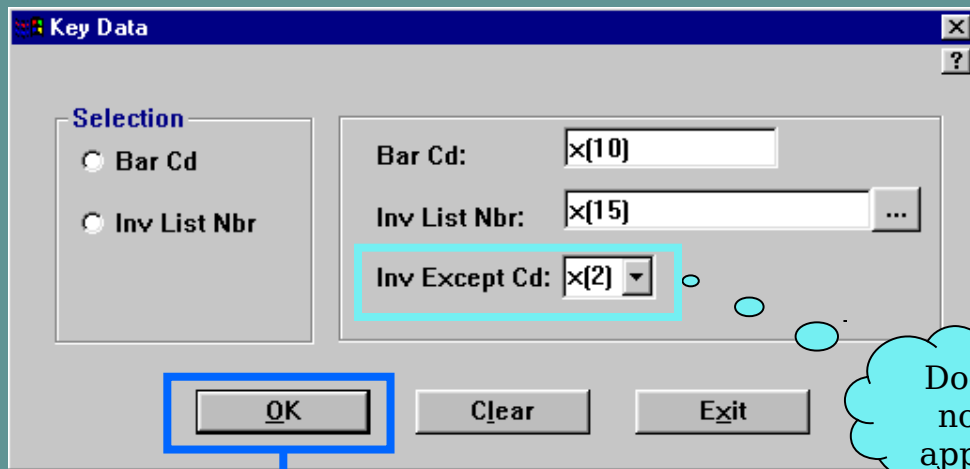
Print Reconcile  
Report with any  
corrections



# Conduct Inventory / Reconcile ...manual



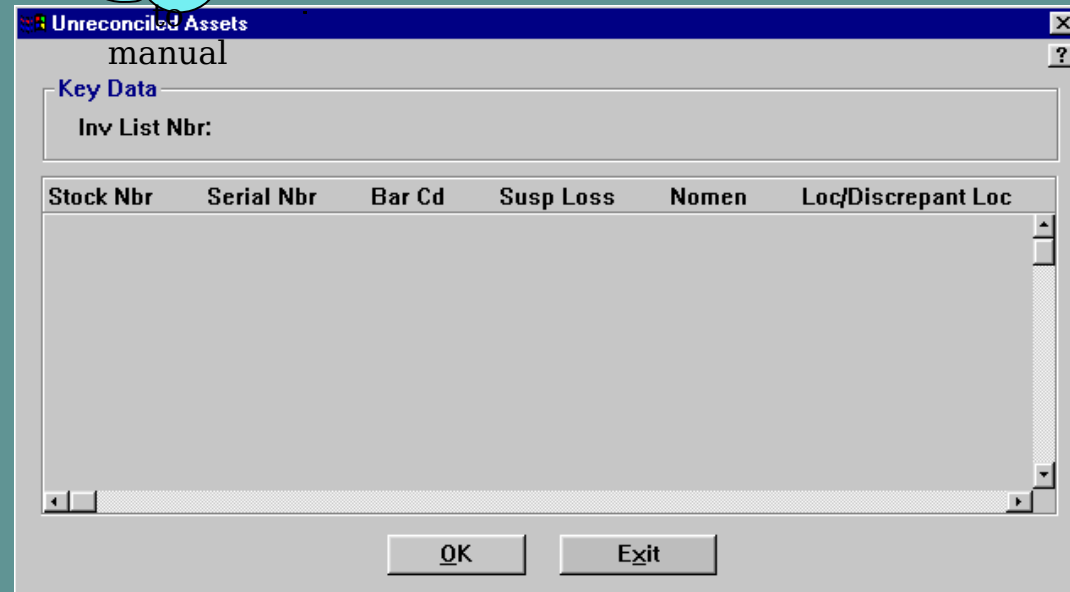
# Conduct Inventory / Reconcile Manual ...unreconciled assets



The 'Key Data' dialog box contains a 'Selection' group with two radio buttons: 'Bar Cd' and 'Inv List Nbr'. To the right are three input fields: 'Bar Cd' with a text entry 'x{10}', 'Inv List Nbr' with a text entry 'x{15}' and a browse button (...), and 'Inv Except Cd' with a dropdown menu showing 'x{2}'. The 'Inv Except Cd' dropdown is highlighted with a red rectangle. At the bottom are three buttons: 'OK' (highlighted with a red rectangle), 'Clear', and 'Exit'. A blue arrow points from the 'OK' button to the 'Unreconciled Assets' window.

- ◆ Data displayed dependent on key data
- ◆ Multi-select up to 500 rows

Does not apply



The 'Unreconciled Assets' window has a title bar with 'manual' and a 'Key Data' section containing an 'Inv List Nbr' field. Below this is a table with the following headers: 'Stock Nbr', 'Serial Nbr', 'Bar Cd', 'Susp Loss', 'Nomen', and 'Loc/Discrepant Loc'. The table body is empty. At the bottom are 'OK' and 'Exit' buttons.

Stock Nbr	Serial Nbr	Bar Cd	Susp Loss	Nomen	Loc/Discrepant Loc
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# Conduct Inventory / Reconcile Manual ...inventory asset update

**Update Inventory Data**

**Key Data**

Bar Cd:                      Inv List Nbr:  
Serial Nbr:                  Except Cd:  
Stock Nbr:

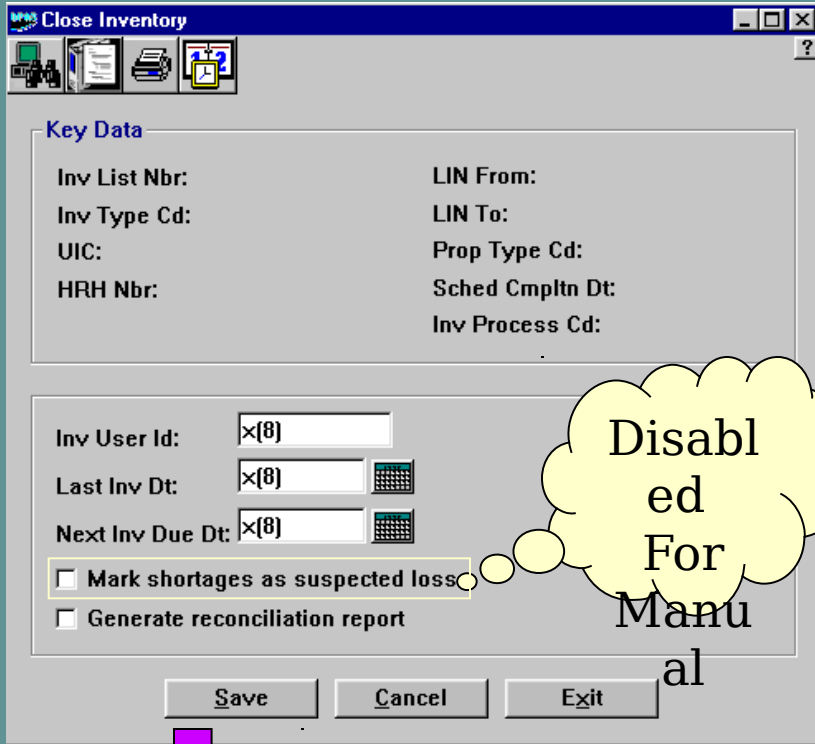
Qty:                          Inv Qty: 9(5)  
Loc:                          Inv Loc: X(20) ...  
Sub Loc:                      Inv Sub Loc: X(20)  
RFID Tag:                      Inv RFID Tag: X(20) ▾  
Last Rcl Dt:                      Last Inv Dt: X(8)  
Rcl User Id:                      Inv User Id: X(8)

Suspected Loss Cd: X( ) ▾

**Save      Cancel      Exit**

- ◆ Update reconciliation fields if quantities match
- ◆ If Inv Qty = 0, asset must be marked suspected loss

# Conduct Inventory / Reconcile Manual ...close inventory

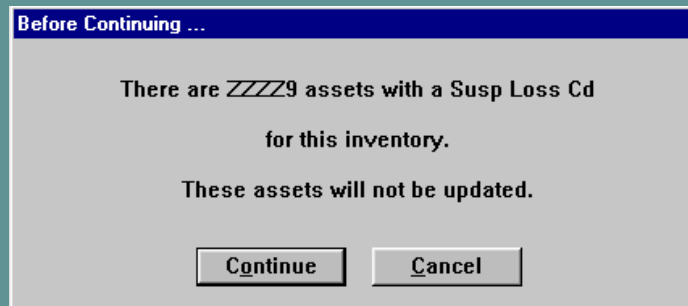


The 'Close Inventory' dialog box contains the following fields and controls:

- Key Data:**
  - Inv List Nbr:
  - Inv Type Cd:
  - UIC:
  - HRH Nbr:
  - LIN From:
  - LIN To:
  - Prop Type Cd:
  - Sched Cmpltn Dt:
  - Inv Process Cd:
- Inv User Id: x{8}
- Last Inv Dt: x{8}
- Next Inv Due Dt: x{8}
- ☐ Mark shortages as suspected loss
- ☐ Generate reconciliation report
- Buttons: Save, Cancel, Exit

Disabled  
For  
Manual

- ◆ Updates inventory and reconciliation fields with data entered on window
- ◆ Marks inventory listing as Closed Mass (CM)



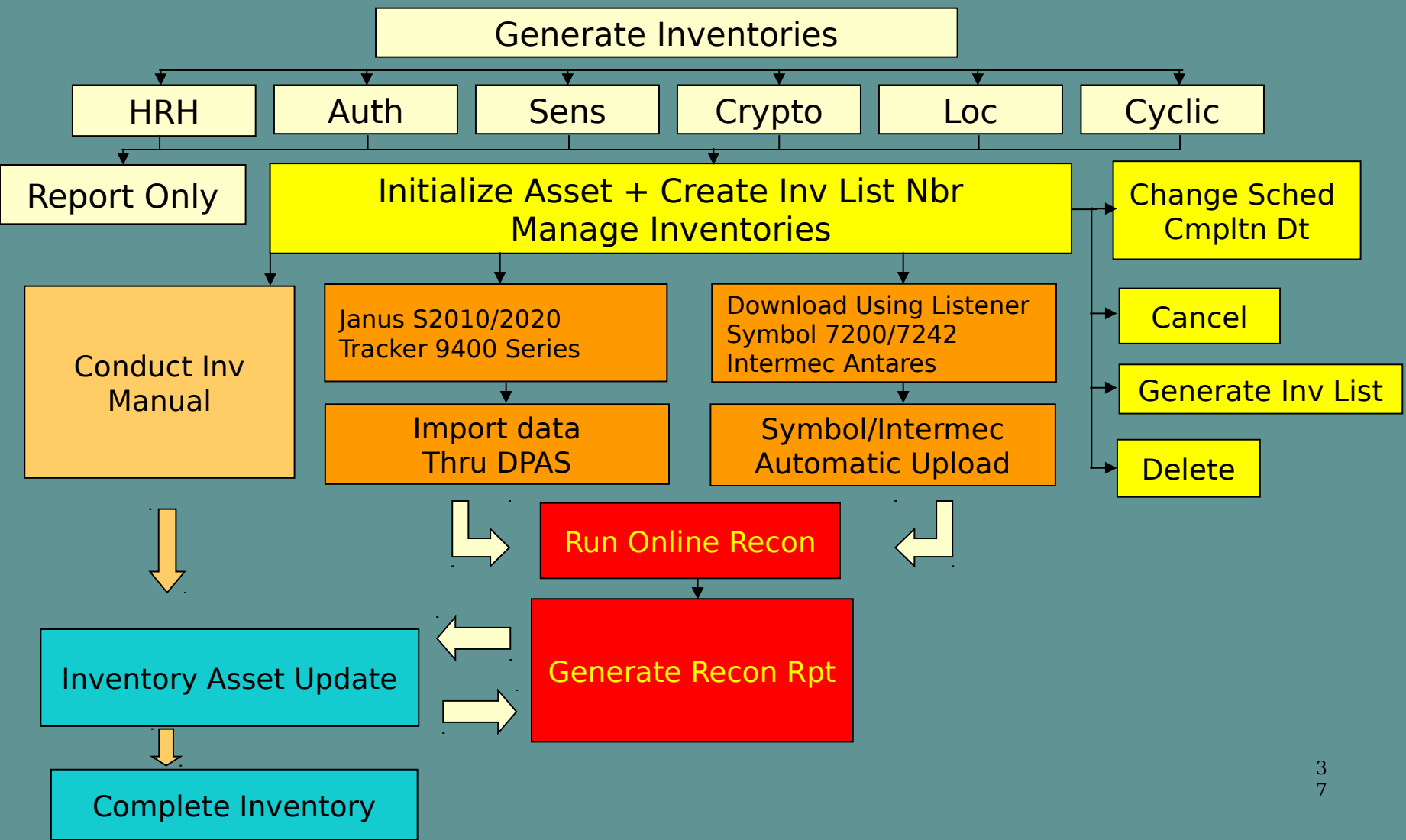
The 'Before Continuing ...' dialog box displays the following text:

There are ZZZZ9 assets with a Susp Loss Cd  
for this inventory.  
These assets will not be updated.

Buttons: Continue, Cancel

# Conduct Inventory

## ...the process



# Summary

- ◆ Potential Future Enhancements
  - ◆ Automate Scheduling of All Inventories
- ◆ Questions?